

**COMMUNITY ENGAGEMENT GROUP MEETING – 01 JULY 2014**

| ITEM NO | TITLE OF REPORT                | DECISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ACTION BY |
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|         | Present                        | <p>Stewart Cree (Convener) Chair, John Ferguson (Moray Council), Anita Milne (MFCHA), Irena Patterson (Disability Forum), Steven Christie (Tenants Forum), Alex Griffiths (Youth Council), Alastair Kennedy (Joint Community Council), Fiona Rolt (Area Forums) and Alison Thow (Police Scotland)</p> <p><b><u>APOLOGIES</u></b><br/>Apologies were received from Tracey Gervaise (NHS Grampian), Judith Franklin (Equalities Group) and Don Vass, tsiMoray.</p> <p><b><u>IN ATTENDANCE</u></b><br/>Robin Patterson, Moray Health &amp; Social Care Partnership<br/>Andrea McArthur, Minute Taker</p>                                                                                                                                                                                                                                                                                                                           |           |
| 1.      | Previous Minute – 03 June 2014 | The minute was agreed as an accurate record of the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
| 2.      | Matters Arising                | <p><b>(i) Supporting Communities Session</b><br/>The feedback from the session with Barbara Allen would be discussed immediately following this meeting.</p> <p><b>(ii) Access to Streets Update - JF</b><br/>John updated the group on the progress of this project. Currently they are trying to engage with all community groups to get together smaller group to carry out street audits to look at what can be done to improve access in areas. The aim is to produce maps of towns/villages which will contain information agreed by the group. It is also hoped that an app can be produced in the future also. The advantage of an app is that updates can be carried out immediately on any temporary works, obstacles in a given area at any time.</p> <p>The aim is to improve and inform.</p> <p>An application to the Change Fund has been approved and it is anticipated that training can begin in September</p> |           |

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|    |                                                          | <p>2014. The training will equip people on how to carry out the street audits.</p> <p><b>(iii) Community Awards Update - Convener</b><br/> All the award categories have now been agreed and each award will be sponsored. There will be an overall winner on the night across all categories. The nomination form has been kept very general in order to encourage more people to submit nominations. The judges are still to be confirmed and shortlisting from nominations will take place in October 2014.</p> <p>A launch event is to be held by the Northern Scot in September 2014.</p> <p><b>(iv) Transport Guide</b><br/> John advised that the Community Planning Board had agreed the use of the CP logo on condition that all area forums are consulted on the Guide. Fiona confirmed she will gather the views of the passenger forums.</p> <p>Fire Scotland had suggested that it may be an opportunity to input some key safety messages in respect of road safety in the guide.</p> |           |
| 3. | Moray Health & Social Care Partnership                   | <p>The Convener welcomed Robin Patterson, Moray Health &amp; Social Care Partnership to the meeting.</p> <p>Copy of Presentation included.</p> <p>Implementation and integration is expected to be in place by April 2016.</p> <p>The Convener indicated that it would be useful if Robin were able to provide progress updates to the CE Group. Robin will liaise with Tracey to arrange for this to happen.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>TG</b> |
| 4. | National Standards for Community Engagement – Standard 1 | <p><b>INVOLVEMENT:</b> we will identify and involve the people and organisations who have an interest in the focus of the engagement.</p> <p>The group worked through the Involvement Standard and recognised the following:</p> <ul style="list-style-type: none"> <li>• Focussing on people who need to know</li> <li>• Need to work out how to involve ‘hard to reach’ people</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |

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|    |                                       | <ul style="list-style-type: none"> <li>• Beware of using jargon</li> <li>• Right people with the right interest</li> <li>• Realise that some people simply don't want to engage</li> <li>• There is much that can be done to encourage people to engage</li> </ul> <p>The group agreed to continue to look at a different standard at each meeting to ensure we all have an understanding. John suggested that people could be advised to look through the standards prior to carrying out a consultation i.e. read standards and then consult.</p> <p>Fiona suggested that it is important to check that this group, Community Engagement Group, is meeting the standards.</p> |    |
| 5. | Community Empowerment (Scotland) Bill | <p>John advised that the Bill was launched in June 2014.and will sit under the Local Government Regeneration Committee who will call for evidence on the Bill from stakeholders.</p> <p>Details can be found <a href="#">here</a>.</p> <p>The Community Planning Board will start considering the implications of the Bill.</p> <p>Alastair advised that the Joint Community Council had already started dialogue in respect of the Bill.</p>                                                                                                                                                                                                                                   |    |
| 6. | Current & Proposed Consultations      | <p>This <a href="#">link</a> takes you to consultations highlighted on the Council website.</p> <p>Local Development Plan – Master Plan – it was agreed that John would approach Jim Grant to ascertain how the Community Engagement Group can be involved; invite Jim to next meeting. Early engagement, particularly with the local plan, is crucial. Everyone one should also be aware of the Ten Year Plan as if something is already included in this, then a development may happen quicker than you would have anticipated.</p> <p>Please advise Andrea directly of any others you are aware of and they will be included in a working list of consultations.</p>        | JF |

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| 7. | AOCB              | <p>The group agreed that the Action Plan should be included as a standing item at each meeting. John agreed to produce a report on the Action Plan for the next meeting to highlight what requires to be done.</p> <p>John circulated a Toolkit skeleton document and explained that the professional CPP-CE Network Group would be looking at progressing this toolkit. John advised that a group had been formed from representatives of the Community Planning Board and officers from across departments of the Council – agreed to circulate membership.</p> <p>Database – MorInfo – how can this work for the purposes of community engagement? Currently it does not specifically provide the information required however, could we advise what we require and have this ‘built into’ the system? It is important the group agree what we need from a database system and work forward from there.</p> <p>MorInfo – the following requires to be discussed with IT</p> <ul style="list-style-type: none"> <li>• How the system operates</li> <li>• What we need from the system</li> <li>• Launch of system – how is the system being promoted?</li> </ul> <p>Convener indicated that he had been approached about the political balance of the Community Engagement Group and that perhaps other elected members should be included. After discussion, the group agreed the following:</p> <ul style="list-style-type: none"> <li>• The CEG is not a council committee</li> <li>• The CEG was set up by the Community Planning Board</li> <li>• The CEG agreed that this is not a political group</li> <li>• All partners round the table are a single representative of their group</li> </ul> | <p><b>JF</b></p> <p><b>AM</b></p> <p><b>JF/AM</b></p> |
| 9. | Next Meeting Date | The next meeting will be held on <b>Tuesday 26 August 2014 at 10.00am</b> in Meeting Room 1, Council Annexe Building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |